

Indiana Department of Revenue

Online Business Tax Application (BT-1)

Quick Start Guide

Welcome to the Indiana Department of Revenue online Business Tax Application (BT-1).

The online BT-1 is used to register a new or existing business for sales tax, withholding tax, out-of-state use tax, food and beverage tax, county innkeeper's tax, motor vehicle rental excise tax, prepaid sales tax on gasoline, or a combination of any of these taxes.

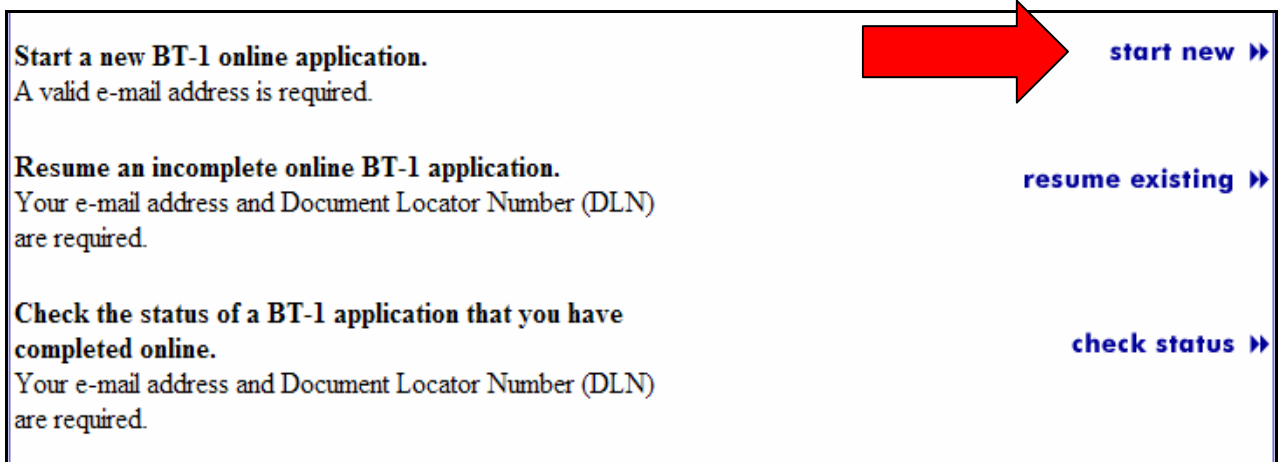
The online BT-1 is also used to add a location to an existing business account.

The online BT-1 is secure, easy to complete, and reduces the time it takes to register with the Indiana Department of Revenue. This quick start guide covers the basic steps for completing your application.

Step 1: Review the **BT-1 checklist** for an overview of the information needed to complete the online application.

Step 2: Go to <https://secure.in.gov/apps/dor/bt1/> to begin the online process.

Step 3: Select **start new** to begin a new business application.



Start a new BT-1 online application. A valid e-mail address is required.	start new >>
Resume an incomplete online BT-1 application. Your e-mail address and Document Locator Number (DLN) are required.	resume existing >>
Check the status of a BT-1 application that you have completed online. Your e-mail address and Document Locator Number (DLN) are required.	check status >>

Step 4: Enter the **Email Address** you wish to use for your contact with the Department during the application process and click **continue**.

If you are starting a new application, please enter your email address. An email will be sent to you with your Document Locator Number and instructions on how to resume your application if you leave the application.

Email Address:	<input type="text"/>
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continue ➔

Step 5: Select the appropriate **reason for filing the application** and click **continue**.

Please select the reason for filing this application :

<input type="radio"/>	Starting a New Business
<input type="radio"/>	To Add a Location To an Existing Taxpayer ID
<input type="radio"/>	To Register Other Types to an Existing Location

continue ➔

Step 6: Enter the **Federal ID Number (FID/EIN)**, **Entity Name** or **Sole Owner Name**, and click **continue**. Note: The taxpayer identification number (TID) will also be requested if you are registering an existing business for a new tax type or adding a location to an existing account.

Please enter the following information :

Federal ID Number (FID/EIN):	<input type="text"/>
Enter a <i>Sole Owner Name</i> if your organization type is <i>Sole Proprietor</i> . Otherwise, enter your <i>Entity Name</i> .	
Legal Name, Partnership Name, Corporate Name, or Other Entity Name:	<input type="text"/>
or Sole Owner Name: (first name, middle initial, last name, suffix)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

To obtain a Federal ID Number (FID/EIN) if you do not have one, go to the [IRS website](#)

continue ➔

Step 7: Enter the **Business Contact Information** and click **continue**. **Important Note:** The **Document Locator Number (DLN)** will be displayed at the bottom of this screen. Please write this number down. You will need it for future reference.

Please enter the following Business Contact Information :

Contact Name:	<input type="text"/>
Daytime Phone Number:	<input type="text"/> ext.: <input type="text"/>
###-###-####	

continue ➡

Your Document Locator Number is: 10X00000002893. Please write this number down. ([More Info](#))

Next Steps:

- Enter the requested information on the remaining screens to complete the online BT-1 application.
- Review the application to ensure it is correct prior to submitting it electronically to the Indiana Department of Revenue. A copy of the application can be printed **after** it has been submitted.
- The Indiana Department of Revenue will send you an email, with the status of your application, 48-72 hours after submission. If the application has successfully been submitted, you will receive your taxpayer identification number (TID). If there are any outstanding issues with the application, you will be asked to contact the Department.
- Please do not register for INtax until you have received official confirmation stating your application was successfully submitted to the Indiana Department of Revenue.
- Where applicable, Registered Retail Merchant Certificates will be mailed out 48-72 hours after successful submission of the BT-1 to the Indiana Department of Revenue.
- If you need additional assistance, please call the Indiana Department of Revenue at 317-233-4015. Be sure to have your Document Locator Number available when calling the Department.

Thank you for registering your business with the Indiana Department of Revenue using the online BT-1 Business Tax Application.